



Hendry County Sheriff's Office

General Order 5.0

TITLE: Sheriff and Staff Authority	SHERIFF'S APPROVAL: Digital
ORIGINATION DATE: 06/10/2019	REVISION DATE:
RELATED REFERENCES: N/A	
CFA: N/A	
REVIEW FREQUENCY: 3 YEARS	DATE OF NEXT REVIEW: 06/10/2022

I. PURPOSE: To delineate responsibilities of the sheriff and his/her command staff.

II. SCOPE: This order shall apply to all sheriff's office members.

III. POLICY: It is the policy of the Hendry County Sheriff's Office to clearly define the roles and responsibilities of the sheriff and his/her command staff. This list is not all inclusive: the sheriff has broad powers invested by Florida statute and is ultimately responsible for the overall operations of all aspects of the sheriff's office. Likewise, the duties of his/her command staff may include additional items, as dictated by operational policy and the sheriff.

IV. PROCEDURE:

A. Role of the Sheriff

- Responsibility:** The sheriff of Hendry County is ultimately responsible for everything the agency accomplishes or fails to accomplish. The sheriff is prohibited from shifting this responsibility to any other individual.
- Staff Appointments:** In order to assist him/her in discharging the duties and responsibilities of the office, the sheriff may appoint a staff to assist in the exercise of his/her command, and may appoint subordinates to supervise the bureaus, sections and other units within his/her command.
- Assigned and Implied Authority:** The sheriff has authority over all components of the Hendry County Sheriff's Office and all of its employees, consistent with the laws and constitution of the State of Florida and the ordinances of Hendry County. His/her authority further includes creating, implementing and administering sheriff's office policy, procedure and the rules and regulations that govern the conduct and activities of all sheriff's office employees.
- Delegating Authority:** The sheriff may delegate authority but shall retain control of all tasks and duties of the sheriff's office and shall hold each subordinate supervisor responsible for all accomplishments or failures.

5. **Chain-of-Command:** All orders issued by the sheriff to subordinate employees shall be issued via the chain-of-command, except under conditions calling for direct action.
6. **Duties of the Sheriff:** The duties and powers of the sheriff include all duties and powers required or permitted by law; planning, organizing, directing and coordinating all sheriff's office functions; as well as maintaining proper external relations with other governmental agencies and the public, including: preparing and administering an annual budget and any other financial requirements of the sheriff's office, maintaining office facilities, maintaining discipline and the training, welfare, efficiency and morale of the agency.
7. **Assignment, Transfer, etc.:** The sheriff may assign, retain or transfer any employee of the sheriff's office, whenever such action is in the best interests of the sheriff's office and so long as the action complies with state and federal law.
8. **Authority:** The sheriff expressly reserves the exclusive right to unilaterally amend or cancel written directives. This right to unilaterally amend written directives includes, but is not limited to, personnel actions, whether written or oral, relating to recruitment and selection standards, protocol, hiring incentives and bonuses. In addition, this reservation to amend may apply to the alteration or adjustment of employee benefit packages or payouts, retirement packages, early retirement options, separation agreements, or other salary payouts.

B. Role of the Staff

1. **Composition of Staff:** The sheriff's staff consists of one chief deputy and captains, lieutenants and any other persons designated by the sheriff to assist in the exercise of command. The sheriff may also designate an "Executive Staff" to assist in the exercise of command and executive level decisions.
2. **Responsibilities in General:** All staff members shall be responsible for the planning, directing, controlling and overall management of the unit(s) under his/her command, and the efficient operation of same, in accordance with sheriff's office policies and procedures. Further, staff members shall assist the sheriff in the execution of all plans and orders, to carry out the sheriff's intentions.

Staff members' duties include, but are not limited to:

- a. Maintaining and improving training, welfare, discipline and morale.
- b. Preparation and maintenance of records, reports and financial accounts.
- c. Providing information, estimates, and advice as requested by the sheriff.
- d. Conducting inspections of all personnel, equipment and installations.
- e. Preparation of details for plans, by translating decisions and plans into proper directives, and transmitting them to all affected sheriff's office members.
- f. Developing solutions and alternatives to any problems that may arise.
- g. Constantly striving to attain the sheriff's office's goals and objectives.
- h. Requisition of supplies and equipment.

3. Staff members shall have a thorough knowledge of the policies of the sheriff. In cases where no policy has been defined, a staff member shall be able to initiate action to remedy the situation.
 4. **Serious Situations:** Staff members are expected to assume personal command of any serious emergency situation, major catastrophes and major crime scenes.
 5. It is the responsibility of the sheriff's staff to apprise the sheriff of all matters requiring his/her attention and/or action.
 6. All policies, major decisions and plans shall be authorized by the sheriff or designee prior to implementation. The extent to which the sheriff authorizes staff officers to act independently depends on the sheriff's personal policy.
 7. In the temporary absence of any incumbent, responsibility shall be instant, devolving to the next lower level of authority. No written notification shall be necessary. Members should refer to General Order 5.7, *Chain of Command* for additional information.
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V. GLOSSARY:

DIVISION COMMANDER/COMMANDING OFFICER: Any person in command of a division or district shall be considered a commanding officer. This designation also includes those persons acting in such a capacity.

INSTANT: Meaning without delay or instantly.

SHERIFF: Chief law enforcement officer of the county, with both statutory and ultimate responsibility for the overall operation of the agency.

SUPERVISOR: Any person having charge of any section, subsection, squad, shift or other such unit shall be considered a supervisor. This designation also includes those persons acting in such a capacity.

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